

## Frequently Asked Questions (FAQ)

### **Building**

**Q: When will the new building of the Capitol Complex be substantially completed?**

A: The schedule calls for both new buildings to be recognized as substantially complete in the Spring of 2022. The George HW Bush Building (1801 Congress) will be substantially complete by May, and the Barbara Jordan Building (1601 Congress) by June 2022. Note: "Substantially Complete" does not necessarily mean the buildings are ready for occupancy. (10/27/2021)

**Q: When will tenants be relocated into the new buildings?**

A: TFC is working with each Agency to develop a specific relocation work schedule that meets the tenant's business needs. Most tenants will be relocating in the Summer of 2022 or completing their new office space. (10/27/2021)

**Q: When will the new tenants to the Capitol Complex buildings see the floorplans of their new space?**

A: TFC is working with the "Tenant Representatives" of each Agency relocating to the Capitol Complex on a specific floorplan for their Agency. TFC provided the Tenant Representatives the layout documents in June 2021 for review. Currently, most agencies are still in the process of reviewing and approving the final layout of their office space. (10/27/2021)

**Q: When will floorplans of the building's common areas and amenities become available?**

A: TFC will be publishing the final floorplans showing the common areas, building amenities, fire exits, and other details in early 2022, when we finalize architectural drawings. A building brochure and Tenant Manual will also be published early next year. (10/27/2021)

**Q: When will tenants be invited to tour their new office space?**

A: TFC is working with each Agency to finalize their relocation plans, which will include tours of the new building and the parking garages. We will also offer public tours of the parking garage and the new Capitol Mall in the Spring. (10/27/2021)

**Q: What will the building's finishes look like upon the opening of the facilities?**

A: The new buildings interiors have been professional designed by highly recognized architects and interior designs. Great attention has been given to the interior workspaces, finishes and furnishings to create attractive and modern workplace for State Employees. TFC will publish a building brochure with renderings that depict the finishes in the building. (Look for the brochure on the Tenant Resource page.) (10/27/2021)

*The FAQ section will be updated regularly.  
The answers are dated and reflect the most current information.*

## **Building Amenities**

### **Q: When is the Conference Center reservation system open?**

A: TFC is in the process of upgrading the conference room reservation system for all conference rooms in the Capitol Complex. The new conference room reservation system will provide relevant room information to facilitate scheduling the appropriate space for your meetings. Check the Tenant Resource webpage in the Spring for more details. (10/27/2021)

### **Q: What types of conference rooms will be available in the new buildings?**

A: The Barbara Jordan Building (1601 Congress) will house a new Conference Center for the use of all State agencies. It will have 8 meeting rooms of different sizes, for meetings as large as 190 people to groups of 16. There is a shared board rooms and 21 small conference rooms in the George HW Bush building available for tenants to schedule. Look for more details in the building brochures coming early next year. (10/27/2021)

## **Furniture**

### **Q: What's the style of the new office furniture?**

A: TFC will be providing new modular furniture for tenant Agencies. The Jordan Building furniture mockup was displayed in the Hobby building in October 2021. The Bush Building modular furniture is current in route. No delivery or installation date is available yet. Tenants can also bring their furniture or buy additional furniture to complete their office set-up. (TFC can assist the Tenant Representatives with the selection of new furniture and placement, however, we do not have the funding to purchase additional items on the Agencies behalf.) (10/27/2021)

## **Parking**

### **Q: How do Agencies purchase reserve parking spots?**

A: The process for purchasing reserve parking space has not changed. Agency parking coordinators should contact DPS for assistance in buying reserve parking spaces. (10/27/2021)

### **Q: Will there be visitor parking?**

A: Yes. There will be over 400 visitor parking spaces in the underground mall parking garage. There will also be some guest parking within each building's parking structure. We will publish parking maps, and more information on parking amenities on the Tenant Resource webpage. (10/27/2021)

*The FAQ section will be updated regularly.  
The answers are dated and reflect the most current information.*

## **Relocation of offices (Moving)**

### **Q: When will the move take place?**

A: All Agency tenants will have confirmation of their relocation schedule by mid-February 2022. The **George HW Bush Building** (1801 Congress) will be ready to receive tenants in June 2022. TFC project managers will be working with each Agency to develop tenant specific move in dates. Our plan is to have all tenants relocated by September 30, 2022.

The **Barbara Jordan Building** (1601 Congress) will also be ready to receive tenants in June 2022. TFC project managers will be working with the Texas Department of Insurance and the Office of Public Insurance Council to develop tenant specific move in dates. Our goal is to have the relocation completed by September 30, 2022.

The State Child Care Center will move in August 2022 to be ready for the new school year. (10/29/2021)

### **Q: How will the move work?**

A: TFC will be hiring professional moving companies to move tenants' furniture and packed boxes from their current office spaces to the new buildings. TFC and the movers will be surveying each Agency to determine the specific relocation needs of the Agency and will coordinate the move with the Agency Tenant Representative. (Agency may also want to designate a 'Move Coordinator' to assist their employees as well.)

TFC will move properly packed boxes of state property and work-related items. For example, any items necessary for the execution of your job tasks, desk items, wall mounted certificates and awards, and other work-related items that are NOT fragile, flammable, liquid, or valuable, and that are properly packed in the boxes and crates provided by TFC/movers.

For your protection, any personal, valuable, or fragile items should be packed and moved by the employee. State Employees will also be responsible for packing and moving their personal belongings (anything that is not state property) like clothing, mementos, and food. Your Tenant Representative or Move Coordinator should be able to assist you with related questions. (11/02/2021)

### **Q: When will tenants receive more instructions and information on the move?**

A: TFC will publish the relocation schedule and detailed information on how to prepare for the relocation on the Tenant Resource webpage in Spring 2022, in plenty of time for your relocation. (TFC must complete the tenant office surveys to provide full information.) TFC and the movers will provide the boxes and crates needed for the relocation. (10/27/2021)

### **Q: When will tenants have access to their offices?**

A: The Agency Tenant Representatives will receive the keys to their office space once the furniture has been installed and approved by the TFC. Furniture installation dates and relocations dates will be confirmed in the Spring 2022. (11/02/2021)

**Got more questions?** Submit your questions to: [Capitol Complex FAQ's](#)